

# OKLAHOMA BOARD OF PRIVATE VOCATIONAL SCHOOLS CATALOG CHECKLIST

**Applies to: Original and Change Submissions      Fee(s): \$50 per Main School or Branch School Location (+ \$25 to change location)**

**Select One:**     New School       Changing the existing Catalog on file and already-approved by the OBPVS.

**School Name:** \_\_\_\_\_

**INSTRUCTIONS:** In each blank indicate the page number(s) where the item appears and highlight or underline the information on that page of the Catalog DRAFT being submitted. **For changes only**, include an attachment with a brief, narrative description of the nature of each change and whether the change is to REVISE, ADD, or DELETE information.

The OBPVS recommends the effective date be **not less than thirty (30) days** in the future to provide for the mandatory Agency prior approval of a Catalog/Addendum or changes, in accordance with **OAC 565:10-11-6(a)**. Oklahoma has no provision to allow a School to begin using “non-substantive changes” or to make a “file and use” action.

	<u>Page No(s)</u>	<u>Check if Changed</u>
<b>The following Disclosures are mandatory but may not require OBPVS-regulated language or provisions:</b>		
1. Name and address of school.	_____	<input type="checkbox"/>
2. Effective date of Catalog <b>CURRENTLY in use</b> (month, day, and year, as applicable) _____	_____	<input type="checkbox"/>
3. What is the proposed effective date of the Catalog Change <b>attached for submission?</b> _____	_____	<input type="checkbox"/>
4. Names and titles of controlling owners and officials of the school	_____	<input type="checkbox"/>
5. A calendar for the school showing vacation periods, holidays, etc.	_____	<input type="checkbox"/>
6. School policies covering leave, absences, tardiness, etc.	_____	<input type="checkbox"/>
7. School policy for makeup of missed work.	_____	<input type="checkbox"/>
8. Enrollment prerequisites for each course offered <b>and whether Ed. is all Postsecondary or not.</b>	_____	<input type="checkbox"/>
9. Policy for credit of previous training or work experience.	_____	<input type="checkbox"/>
10. Detailed listing of tuition, fees, books, supplies etc.	_____	<input type="checkbox"/>
11. Refund Policy (must comply with <b>OAC 565:10-11-3</b> ).	_____	<input type="checkbox"/>
12. Outline of each course including hours. Refer to <b>OAC 565-10-3-1(H)</b> .	_____	<input type="checkbox"/>
13. Policy relative to standards of progress in the following areas:		
a. Grading system and the minimum grades considered satisfactory.	_____	<input type="checkbox"/>
b. Dismissal for unsatisfactory grades or progress.	_____	<input type="checkbox"/>
c. Probationary period for unsatisfactory grades or progress.	_____	<input type="checkbox"/>
14. Student Conduct policy.	_____	<input type="checkbox"/>
15. <b><u>School Grievance Policy and the OBPVS Contact Info. (Name, Address, Phone, minimum).</u></b>	_____	<input type="checkbox"/>

**Does the Catalog have an Addendum?**     YES     NO. If yes, attach a separate sheet of paper with a description of the Addendum **and provide the effective date of each Addendum**. Ensure that the Addendum(s) meets the requirements in **OAC 565:10-3-1(1)(L)** and **(M)**.

I certify that the attached Catalog contains all information required by **OAC 565:10-3-1(1)(A)** through **(M)** and that all statements and policies in the Catalog are true and correct and in compliance with **OAC 565:10** and **OAC 565:1**. I understand that submitting false, misleading, or incomplete information may result in a fine and/or revocation or denial of a School’s license. I understand that any change(s) to be made to the Catalog **must be approved in advance by the OBPVS**, and that a copy of the final (printed) new Catalog shall be submitted to the OBPVS upon publication. I further certify that each student will receive, or have electronic access to, a printable copy of the Catalog at the time of enrollment.

\_\_\_\_\_  
**Signature of Authorized Administrative Official**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Type or clearly print Name and School Title**